

BRA/EDIC EMPLOYMENT OPPORTUNITY		PLEASE POST!!
<b>TITLE:</b> LITERACY COACH (Bi - Lingual)	<b>JOB VACANCY POSTING NO.</b>	<b>#42-04</b>
	<b>POSTING DATE:</b>	<b>11/18/04</b>
<b>EMPLOYMENT STATUS:</b> EDIC Employee	<b>EXTERNAL DATE:</b>	<b>12/2/04</b>
	<b>POSITION FILLED:</b>	
<b>DEPT/DIV:</b> READBOSTON/JCS	<b>DATE:</b>	
	<b>NAME:</b>	

**SUMMARY:** Under the direction of the Program Manager, Boston Learns, ReadBoston/JCS, provide early literacy support services (*bi-lingual*) to selected early childhood programs.

Provide weekly on-site coaching to selected early childhood centers, family childcare sites, home visiting and community programs. Work with program staff to determine literacy resource and instructional needs and to develop a literacy plan. Design and implement support that meets addressed needs.

Collaborate with ReadBoston staff to identify, research, and develop literacy support materials.

Help to facilitate early literacy course delivered via the HeadsUp! satellite training network through the collaboration of ReadBoston and UMASS Boston, which participating teachers will be required to take.

Meet bi-weekly with participating teachers. Provide feedback from classroom observations and on the teachers' classroom action plans, (the written record which participating teachers will keep documenting the implementation of the practices learned in the early literacy course). Provide planning support and resources to teachers in planning classroom curriculum and assessment.

Visit participating classrooms bi-weekly to observe and model literacy practices and to support teachers implementing the literacy plan and practices learned in the early literacy course.

Meet on a bi-monthly basis with administrative staff of the programs to discuss the progress of the literacy plan implementation process.

Maintain written documentation of all site visits.

Assist in providing literacy training to Americorps VISTA members.

Represent ReadBoston in the early childhood community, and in meetings, forums, and other early childhood related activities.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelors degree in Education or equivalent; including course work in early literacy. Must have 3 years experience in curriculum and program development in the field of early childhood education. Must have experience working in community based programs. Knowledge of Boston's early childhood community is desirable. *Must be bi-lingual, English/Spanish.* Requires flexibility to work evening hours as program demands.

**GRADE: 18**

**HIRING RANGE: \$43, 771.16--\$52, 618.52**

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

Fax: 617-918-5458; E-mail: hr.bra@ci.Boston.MA

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**Auxiliary aids and services are available upon request to individuals with disabilities.**

**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**